

# Durston House

## Bursary Procedures

### Application Procedure for Entry Bursary

1. Parents are required to complete a *Registration Form for Bursary Applicant*, which should be submitted to the Headmaster's Office. They will not be required to pay a Registration Fee.
2. Parents who wish to make the school aware of their child's particular artistic or sporting talent should do so in a letter to accompany the *Registration Form*.
3. Parents will be required to complete a *Confidential Statement of Financial Circumstances*. This should be delivered to the Headmaster's Office with all the required documentation in a sealed envelope, addressed to the Headmaster and marked 'Private and Confidential'. *(All Bursary Applications are treated in the strictest confidence. Information provided by parents will be processed in accordance with the Data Protection Act 2018 and the school's Privacy Notice. It will be used for the purpose of assessing the need for a bursary and not for any other purpose.)*
4. In the Autumn Term of the academic year prior to joining Durston House, registered prospective bursary pupils will be invited to the school for assessment and interview. Assessments for late applicants will be undertaken as and when needed.
5. An up-to-date report will be requested from the pupil's current school.
6. In the case of prospective pupils whose artistic or sporting talents are being considered, references may be sought from supporting professionals.
7. Subject to satisfactory assessment results and a qualifying analysis of the *Confidential Statement of Financial Circumstances* and the school having sufficient funds, a confirmed place, or waiting list place, will be offered, with financial assistance as outlined above
8. Acceptance of an offer of a confirmed place must be made within a period of fourteen days of the offer letter.

### Application Procedure for Hardship Bursary

1. Parents of existing pupils who wish to be considered for a hardship bursary should arrange an interview with the Headmaster in the first instance.
2. The Headmaster will request the completion of a *Confidential Statement of Financial Circumstances*. This should be delivered to the Headmaster's Office with all the required documentation in a sealed envelope, addressed to the Headmaster and marked 'Private and Confidential'. *(All Bursary Applications are treated in the strictest confidence. Information provided by parents will be processed in accordance with the Data Protection Act 1998 and the school's Privacy Notice. It will be used for the purpose of assessing the need for a bursary and not for any other purpose.)*
3. In the event of a qualifying analysis of the *Confidential Statement of Financial Circumstances* and the school having sufficient funds, the Headmaster and Bursar will meet with the parents to discuss proposals for a Hardship Bursary.

### *Evaluation of these Procedures*

*These Procedures will be evaluated biennially by the school, amended where necessary and approved by SMT.*

<i>Updated for Coeducational School</i>	<i>September 2023</i>	<i>JMT</i>	<i>Version 1</i>
<i>Reviewed and updated</i>	<i>January 2026</i>	<i>JMT</i>	<i>Version 2</i>